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Fall 2002

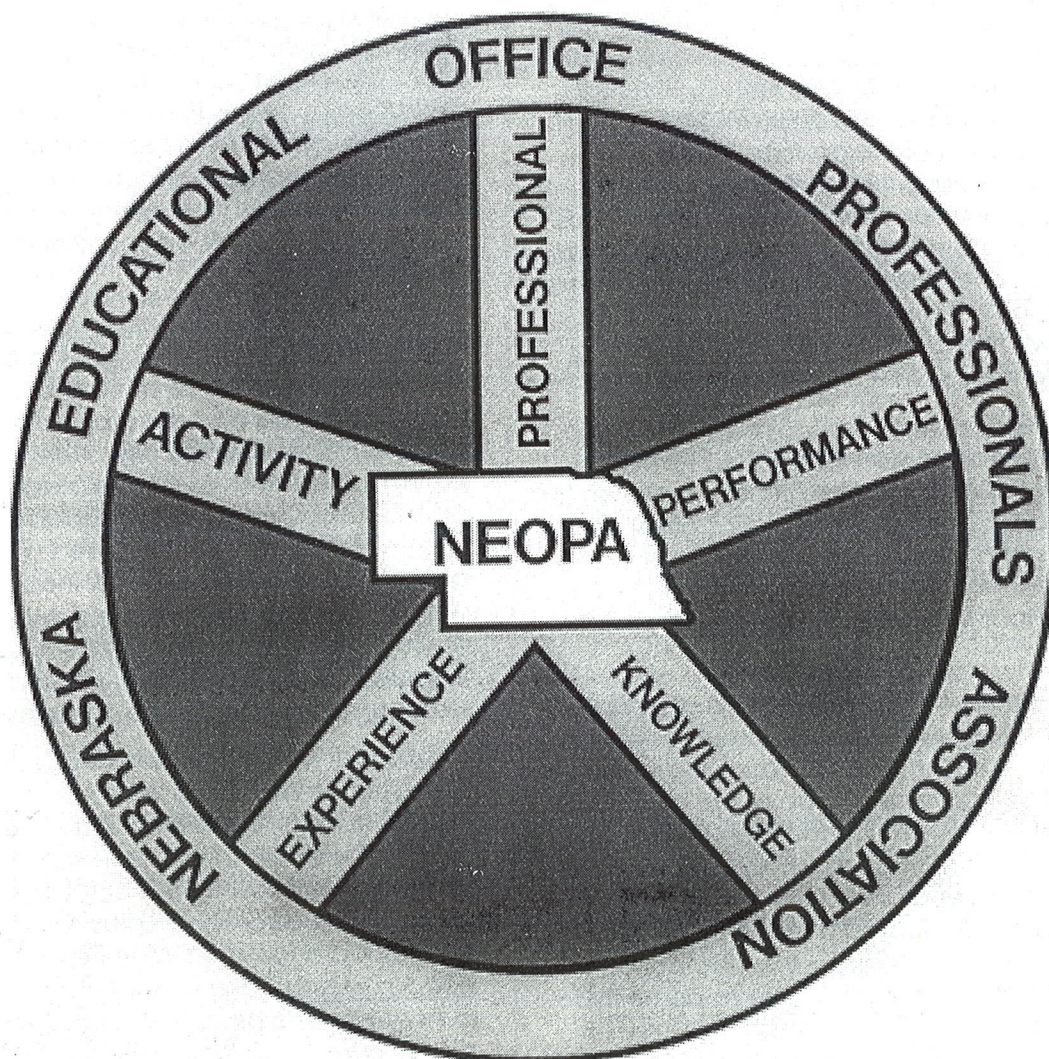
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# ***A Message from your President Lisa Morehouse, CEOE***



It was late May 2002 when the train finally pulled into the station from a journey, which had begun in June 2001. A happy but weary crew prepared to disembark. What a trip! The year was packed with national and state conferences, workshops and awards. Waiting at the station, to climb on board was the new crew that would take the train down the tracks on the next leg of its journey.

That is exactly how it happened my friends. The 2001-2002 NEOPA Board and the new 2002-2003 NEOPA Board met at the district office on June 3 for a transitional board meeting. We exchanged notebooks, files, ideas and suggestions. Many ideas and thoughts were generated at this meeting to make the upcoming year as exciting as ever. Plans were put in place to work together to host the Fall State Conference in October. In this issue you will find a lot of information regarding the state conference as well as events for the upcoming year.

I have had a very exciting start as NEOPA President. I had the honor of assisting with the officer installation for both UNOPA and OEOPA this spring. It was great to meet the officers and the members of the local associations. It reaffirms my belief that we really have members throughout the state that are eager to work and learn.

In July, over 20 members of our association attended the National Conference in Greenville, South Carolina. It was so exciting to represent the Nebraska association as Advisory Council delegate and to have the honor of carrying our state flag in the National Flag Ceremony. Nebraska members attended workshops and institute classes, briefings and general sessions. It was even more exciting to watch as our Nebraska members and local affiliates won various awards and were elected to National committees. They also had the opportunity to shop, sight see and meet office professionals from all over the United States. Take a look inside for pictures and reports about this fantastic conference.

My hat is off to the NEOPA members that received their PSP certification this past year. I want to challenge every state member to take a look at the PSP program and consider pursuing PSP certification. The thrill of being honored by over hundreds of your peers at a National Conference is secondary only to the feeling of accomplishment you get from achieving the certification. Is it easy? No! Is it worth it? Most definitely!

Why did I choose the theme "Climb on Board and Stay on Track"? I knew how important it is for us to find a way to not only get office professionals to join NEOPA so that we can continue to grow. But I knew that our growth couldn't be sustained or even achieved if we can't convince our members to stay. Each year we look for new members to add to the crew. But each year we lose some of our best members. Why did we lose them? Did we ignore them? Not offer them anything that would help them grow? Did we not take the time to introduce ourselves to them and make them feel welcome; make them feel glad that they were a part of the Nebraska Educational Office Professionals? With these thoughts, my theme evolved into: **"Climb on Board and Stay on Track!"**

Many of you know that communication is a very important part of my life. I want to be able to communicate with you as members. I want our board of officers and directors to communicate with you. More importantly, I want you to communicate with us. I have always said a problem can't be fixed or an idea can't be implemented if it's not discussed with the proper people. Share your questions, thoughts and ideas with any member of the board. Many times a single thought or idea by itself will go nowhere. However, when a seed is combined with soil, water and sun, it grows. So do ideas!

Throughout this year there are many ways we are going to communicate with you. We will be utilizing our e-mail distribution list. We will be utilizing the NEON to educate our members about the ways of NEOPA and keep you informed of upcoming events. We have developed a fantastic WEB site located at: [neopa.unl.edu](http://neopa.unl.edu). Take time to check this out for current information as well as our National web site at: [www.naeop.org](http://www.naeop.org).

I am looking forward to spending time with our members at the State Conference in Kearney on October 17 & 18. I hope you'll be able to join us! In the meantime, please don't hesitate to contact me with your questions and suggestions! I'd love to hear from you. And remember, **"Climb on Board and Stay on Track!"** Have a great fall!

Lisa Morehouse, CEOE  
NEOPA President



# Meet Your NEOPA Board

Lisa Morehouse, CEOE  
President



In 1997 I was approached by Christina Wiles and strongly encouraged to become a member of NEOPA. She couldn't say enough about the many opportunities the state association has to offer. It is so exciting to be part of a professional organization that works to develop its members not only as professionals but also as people. Little did I know what path lay ahead of me when I joined that first year. Over the course of the last six years, I have served as committee director for Scholarship, Awards and Membership as well as served as President-Elect. In April of this year, I was honored to be installed as State President for NEOPA.

I have been an active member of our local association, LPSAOP, since 1992. I served as President-Elect, President and Past President. I also served as chair for Negotiations and By-Laws and co-chair for PSP.

On the National level I have been a member since 1997 and served as an Advisory delegate three years, Foundation Liaison and the Membership Committee for the last two years. I received my PSP certification of Bachelors, CEOE in 1999.

I have been employed at Lincoln Public Schools since 1992 and have held my current position as the Office Manager of Human Resources since February of 1997. From 1992 to 1997 I worked as a Bid Specialist with the Purchasing department. Prior to joining LPS, I spent 13 years in retail working as a member of the management team with the 1/2 Price Stores, now known as Gordmans. My current job involves coordinating the activities, responsibilities and schedules for our administrators and technicians as well as supervising a 13 member support staff.

I grew up in Ravenna, Nebraska and attended Nebraska Wesleyan University where I received my degree in Elementary Education. I met my husband Kevin while attending Wesleyan. We have been married for 21 years and have one son, Brian, who started the third grade this year.

Dianne Dickey, CEOE  
President Elect/Membership



I have worked with the Lincoln Public Schools since 1989 as a substitute paraeducator, a paraeducator and as a secretary. My current position is Receptionist in Human Resources at the District Office. I enjoy this position - I get to meet many interesting people on a daily basis!

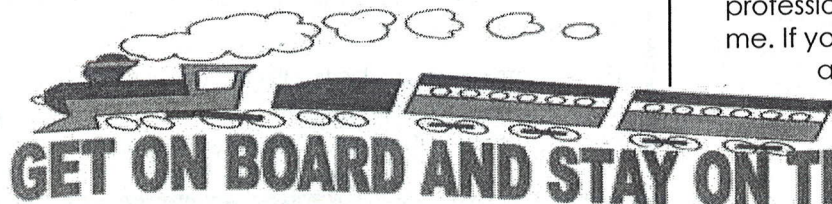
I have been married to Jim for 31 years and we have three sons. Our youngest, Kevin, is 19 and lives at home. Brian is 23 and has a management position at Valentino's. Aaron, 27 and married, lives in Iowa with their two sons, ages 4 and 1. It is really fun to be a grandparent!! I also enjoy reading and flower gardening.

I am a member of our local organization, LPSAOP, and am currently chair of the Winter Tea committee. I have served as their secretary and chairperson of different committees, helped on committees and attended many events over the years. It is important to me to be involved with the persons of our district and to get to know them.

For the past two years, I was Scholarship Director of NEOPA. This year I have the privilege of being President Elect/Membership Director. It has been wonderful to have so many of you continue your membership from past years. Remember to also invite your coworkers and others who work in educational offices to join. We want to have a strong, active membership from all over the state of Nebraska.

I was able to attend National Conference in South Carolina in July. It was the third conference I have attended and was a wonderful event. It is exciting to be with office professionals from across the nation and to share experiences and concerns with them. As President Elect, I was the NEOPA alternate delegate to Advisory Council. I am so glad I had the chance to shadow President Morehouse in her role as delegate. I feel much more confident about my responsibilities for next year.

In case you haven't noticed, our office professional organizations are very important to me. If you haven't yet joined, please Get on Board and Stay on Track!!



Lisa Morehouse, CEOE  
Lincoln, NE



## NEOPA Board continued

LaRita Lang, CEOE  
Vice President & Meeting Coordinator



I have been at UNL for the past 22 years, currently in Teacher's College Dean's Office. I am responsible for coordinating several of the events/functions sponsored by Teachers College, I also type correspondence; schedule meetings and assist faculty members in the college with any projects they may have. I received my Bachelor's degree in Administrative Resource Management from UNL in 2001.

I have been a member of NEOPA for several years and obtained my PSP-CEOE in 1993. Other organizations I'm involved with include UNOPA; University Sertoma Club, serving as Secretary in 2001-2002 and University Credit Union Board of Directors. I am a member of Zion Lutheran Church where I am active in the choir and serve on the fellowship committee and the new building finance committee.

My hobbies include gardening, cooking/canning; antiques, crafts, jogging and biking. I live on an acreage southwest of Lincoln with my husband Gary where we raise chickens. If you ever want some fresh eggs - let me know!!

Diane Wasser, CEOE  
Secretary & Web Master



I have been with the University of Nebraska-Lincoln for 18 years. With the Agricultural Economic Department since 1986 and since 1997, I have been a Project Assistant and Webmaster for the Department. I previously worked for the Mechanical Engineering Department and the School of Music at the University.

I currently have a Legal Secretarial Degree and 70 plus hours towards my bachelors in Agribusiness. I have been a 3D member (UNOPA, NEOPA, NAEOP) for 5 years, and am currently serving my second term as Secretary of NEOPA. I have served on committees at all three levels and received my CEOE in January 2000 and was recognized at the National Conference in Louisville, KY.

My husband Mike and I have three children: Tonia, Anthony, and Christopher. We have been married for 24 years and live on an acreage southwest of Lincoln. I enjoy tatting, crocheting, sewing, cooking, gardening and watching my son wrestle. I am also a Mary Kay Consultant.

Judy Rastede  
Treasurer



I have been married to husband, Gary, for 31 years and am the proud mother of twins, Brian and Teresa, age 26, and daughter, Kristi, age 22, and will soon be a first-time grandmother in March, 2003.

I was born and raised on the East coast and moved to Nebraska in 1971 and have been with the University of Nebraska Northeast Research and Extension Center since 1984 and in my current Administrative Assistant position since 1997. I have recently attained a life goal by graduating with a bachelor of science in business administration-management in January 2002 and now desire to continue on in attaining my Masters degree in leadership/human resources.

I have been a member of NEOPA for 10 years serving in many capacities; publicity chair, ways and means chair, audit chair, secretary, and currently as Fall Conference chair and state treasurer.

In my spare time I enjoy reading, shopping, and spending time with family and friends.

## Did you know?

When you go to buy bread in the grocery store, have you ever wondered which is the freshest, so you "squeeze" for freshness or softness. Did you know that bread is delivered fresh to the stores five days a week? Monday, Tuesday, Thursday, Friday and Saturday. Each day has a different color twist tie or plastic clip.

They are:

Monday - Blue  
Tuesday - Green  
Thursday - Red  
Friday - White  
Saturday - Yellow

So if today was Thursday, you would want red twist tie -- not white which is Friday's (almost a week old)!

The colors go alphabetically by color Blue - Green - Red - White-Yellow, Monday thru Saturday. Very easy to remember.



# GET ON BOARD AND STAY ON TRACK

## 2002-2003 OFFICERS AND DIRECTORS NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION

### PRESIDENT

**Lisa Morehouse, CEOE (LPSAOP)**  
3134 S. 41<sup>st</sup> Street  
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### PRESIDENT ELECT and MEMBERSHIP

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Work: 402-436-1582  
E-mail: ddickey@lps.org

### VICE PRESIDENT and MEETING COORDINATOR

**LaRita Lang, CEOE (UNOPA)**  
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### SECRETARY and WEB MASTER

**Diane Wasser, CEOE (UNOPA)**  
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### PAST PRESIDENT and FIELD SERVICE

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### PUBLICITY DIRECTOR

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### SCHOLARSHIP DIRECTOR

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### WAYS & MEANS DIRECTOR

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### AD HOC COMMITTEE DIRECTORS & ADVISOR

**Archives** Peg Aldridge, CEOE (LPSAOP)  
**Marketing** Kathy Bennetch, CEOE (UNOPA)  
**Presidential Advisor** Sandy Lineberry (UNOPA)

## Mission Statement

The purpose of the Nebraska Educational Office Professionals Association shall be to promote the advancement of education by improving the quality of service by educational office personnel to institutions of learning and the profession. The objectives of the Association shall be to provide professional growth opportunities, to recognize office personnel as members of the educational team, and to elevate the standards of office personnel in education.

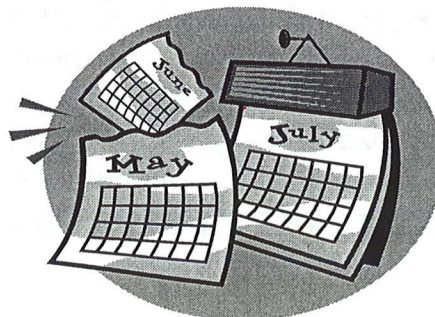


# GET ON BOARD AND STAY ON TRACK

## 2002-2003 NEOPA Calendar of Events

<b>June 8, 2002</b>	2001-02/2002-03 Transition Board Meeting LPS District Office
<b>July 20-26, 2002</b>	National Conference, Greenville, South Carolina
<b>August 10, 2002</b>	Executive Board Meeting—LPS District Office Board Members NEOPA Memberships Due
<b>August 21, 2002</b>	Deadline for NEON Articles—Fall Edition
<b>September 15, 2002</b>	Deadline for PSP Application
<b>September 30, 2002</b>	Deadline for NAEOP Affiliation Papers
<b>October 17, 2002</b>	Executive Board Meeting
<b>October 17-18, 2002</b>	Fall Conference, Kearney Ramada Hosted by 2001-02 & 2002-03 Executive Boards
<b>November 16, 2002</b>	Executive Board Meeting—LPS District Office
<b>December 2, 2002</b>	Deadline for NEON Articles—Winter Edition
<b>January 15, 2003</b>	Deadline for PSP Application
<b>January TBA, 2003</b>	2 <sup>nd</sup> Annual Executive Board Retreat
<b>February 1, 2003</b>	Deadline for NEON Articles—Spring Edition
<b>February 14 &amp; 15</b>	Central Area Conference, Independence MO
<b>March 1, 2003</b>	Deadline for National Competitions
<b>March 8, 2003</b>	Executive Board Meeting—LPS District Office
<b>April 10, 2003</b>	Executive Board Meeting
<b>April 11, 2003</b>	NEOPA Spring Conference, Lincoln Hosted by UNOPA
<b>May 1, 2003</b>	Deadline for Year End Committee Reports
<b>May 15, 2003</b>	Deadline for PSP Application

**"Remember that the biggest challenge we ever face is living up to our own potential."**





# News From The National Office

## NAEOP's Treasurer – PSP

● **Connie S. Bergeson, CEOE, Professional Standards Program (PSP) Chairman**

NAEOP's treasure – the Professional Standards Program has been in the spotlight this past year. Many have expressed excitement and satisfaction with the addition of the recertification component. Other have expressed great concern. Upon recessing the business meeting on Thursday at the NAEOP Annual Conference in Greenville, South Carolina, a member forum was held by Sharon Griffiths, 2001-2002 NAEOP President. Many members were able to ask questions and express their feelings about recertification. Since less than 10 percent of the membership was present, I want to take the opportunity through NAEOP means of communication – *NES Connector*, *Keeping Affiliates Active*, NAEOP web page PSP link ([www.naoep.org](http://www.naoep.org)) and affiliate presidents to address some of the concerns presented. During this year, I welcome your concerns, questions, and comments. With the help of the PSP Governing Board, PSP Committee, and the Board of Directors, we will continue to communicate with you on a regular basis.

● NAEOP's history reveals how important PSP has been to the association since 1957 and that change is part of that history. The first member to receive a PSP certificate in July 1957 was Corinne Messenger, who served as national PSP chairman and President of the Arkansas and national associations. Since 1957 approximately 15,500 members have taken the opportunity to certify through the Professional Standards Program by completing the requirements in education, experience, and association participation. During those years there have been numerous changes to the guidelines. Not everyone agreed to each change. Yes, there are usually some problems with change. Since the first recertification certificate will not be issued until 2007, we will work through those problems.

Many members have achieved the highest certificate possible or desired, but continue to grow both professionally and personally through opportunities provided by NAEOP and their local and state associations. As of May 15, 2002, another chapter was started in the history of NAEOP's treasure – PSP. NAEOP established another opportunity for you to be recognized for your continued professional growth through PSP Recertification. You have the opportunity to make a choice.

*"Fifty-two educational office secretaries qualified themselves for certification in time for the National Convention in Philadelphia last July (1957). Twenty-nine were present to receive certificates from Martha Luck, chairman of the Committee on Professional Standards. This event was our first "commencement exercise." Subsequent years will see a growing number going on record as taking the forward step which brings recognition to the individual as well as to our professional status as a group."* **(National Educational Secretary, February 1958)**

### PSP Statistics 1957-2002

Basic – 2,332  
Standard\* – 333  
Associate Professional – 1,643  
Advanced I – 3,557  
Advanced II – 377  
Advanced III – 2677  
Associate Degree – 210  
Bachelor Degree – 1,223  
Master Degree – 93  
Doctoral Degree – 1  
CEOE – 3,126  
Total certificates issued – 15,572  
\*No longer issued

|| All work and no play, not a chance. Make sure to bring money with you to State Conference in Kearney to take advantage of many opportunities to buy, buy, buy.

|| Ways and Means will be selling their cookbooks, having a Silent Auction, selling chances for 50/50, and selling chances for baskets: NEOPA Board – Chocolate Basket, LPSAOP—Red, White and Blue Basket, and WEOPA – Fall Basket.

|| Come prepared, it'll be well worth your money.

**NAEOP's Central Area Director  
Theresa Cote**

Greetings! I hope

everyone had an enjoyable and safe trip home from the National Conference. It's great getting together and seeing old friends and making new acquaintances; however, it was a long week and it is great to be back home and into a semi "normal" routine!

As I indicated at our area breakfast, I planned to put together an email address book of area members and to prepare regular updates regarding various activities in our area. This is my first attempt! I'm also soliciting items for future updates. Please email any information you'd like to include (e.g., state/local affiliate news, affiliate or member recognition, etc.) Also, if there are other members in your immediate area who should be added to this email list, please submit their names and email addresses to me.

I extend my congratulations to members and affiliates who were recognized at the National Conference.

Those who were recognized included:

- Lincoln Public Schools AEOP - 1st place in Local Newsletter Category 2 (101 members or more) Rachel Maynard Award for Excellence in Communications
- Illinois AEOP - 2nd place in State Newsletter Category 2 (301 members or more) Rachel Maynard Award for Excellence in Communications
- Kansas AEOP - 1st place for State Affiliates in Louise Henderson Nelson Award
- Nebraska AEOP - 3rd place for a State Affiliate with increase in NAEOP membership
- Lisa Morehouse, NE - 4th place for recruiting 17 new NAEOP members
- Carol Davis, CEOE (MO); Sandy Lineberry (NE); Beth Ann Wilcox (IL); and Charlotte Zeller (KS) were recognized as 2002 Office Professionals of the Year Nominees
- The following members were recognized and honored at the PSP banquet: Carol Ann Reed, NE; Nancy Summers, NE; Cheryle Walker, KS; Iris Maxwell, MO; Angie Funk, KS; Julianne Kleager, NE; and Edie Schleiger, NE
- Congratulations to the following who will be serving on the 2002-2003 Board of Directors: Carolina Wilson, IA, Higher Education Council Chairman; Charlotte Zeller, KS, State Department of Education Council Chairman; and Butch Bender, NAEOP Foundation President
- Also, congratulations to those area members who were elected, at either the advisory or general business meeting, to various committees.

If I've left anyone off, I did not do it intentionally. Please let me know, and I'll include it in the next update

Also, there are many members (too numerous to mention) who have served this past year on NAEOP committees. Thanks to each of you for your continued support of NAEOP and it's many initiatives.

Please mark your calendars and make plans to attend the 13th annual Central Area Professional Development Day to be held February 14 & 15, 2003 at the Courtyard by Marriott in Blue Springs, MO. Iris Maxwell and Annette Miller have an exciting and informative session planned for us. Hope to see everyone in Missouri!

I know the Missouri ladies are finalizing plans for our Central Area Professional Development Day which will be held February 14-15, 2003 in Independence, MO. "The Buck Stops Here... right at the secretary's desk!" is the theme for next year's session. Registration packets will be sent out later this year.

I know that several state associations in our area are finalizing plans for their fall conferences:

- Kansas AEOP fall conference will be held October 10-12, 2002 in Wichita, KS
- Nebraska AEOP fall conference will be held October 17-18, 2002 in Kearney, NE

Special thanks to Karen Pulaski for her leadership and guidance these past four years as Central Area Director!

Wishing everyone a great start to the new school year!

Theresa Cote  
Senior Administrative Specialist  
Kansas State Department of Education  
120 SE 10th Avenue  
Topeka, KS 66612

**"Imagination is more important than knowledge. Knowledge is limited. Imagination encircles the world."**

**Albert Einstein**



# From Your State Directors

## Professional Standards Program


 Jeanne Andelt, Director

### PSP Recertification

The National Association of Educational Office Professionals (NAEOP) has implemented a new "recertification" step for the Professional Standards Program (PSP). Everyone who currently holds a PSP certificate of any level will have the opportunity to recertify by May 2007.

I do not have all of the details regarding the recertification process, but I can share the following information at this point:

First of all, recertification is voluntary. You do not have to do this if you choose not to. However, those of you who receive monetary recognition from your school districts for your PSP certificates may be required to recertify. This is something that you will need to check with your individual districts. The certificate that you currently have will always be yours – no one is going to "take it away," however, after May 2007, if you do not recertify, your certificate would not be recognized by NAEOP as being "valid."

 You have five years – from now until May 2007 to meet the recertification requirements. These requirements include:

- Continuous NAEOP membership
- 60 hours of continuing education (these are "clock" hours – not credit hours). If you break this down over a five year period this means that you need 12 hours per year of continuing education – actual time spent attending briefings, institute classes, inservice training, workshops, seminars, etc. will count towards recertification. Any continuing education hours not used previously for PSP can be used for recertification – so many of you already have enough credit to qualify for recertification.
- 5 years to complete    ■ \$20 application fee

## Thank You

"I would like to thank all of my NEOPA Friends for their thoughts and prayers during the recent death of my Mother-in-law. Your kindness touched our entire family. A special thanks to my roommates at National who stayed up all night with me and helped me get home.  
Thank You! Diane Wasser"

Some of you may ask why recertification was implemented. NAEOP has received requests from some members and school districts asking for a process that would encourage PSP recipients to continue their professional growth. Since many employees stay with an office or system for many years, some administrators found that once an employee received a PSP certificate there was little incentive to continue professional growth. Administrators also wanted a process whereby those employees who chose to continue with their professional growth would be recognized and rewarded. The recertification program fulfills this need.

I will continue to keep you informed as I receive information regarding the recertification process. If you have any questions please contact me.

### New PSP Recipients

**Congratulations to our new PSP recipients! The following members met the May 15, 2002 deadline:**

Jane Cutshall – Advanced I, Option I (LPS)  
Julianne Kleager – Advanced III, Option I, CEOE (LPS)  
Arda Pounds – Bachelor Degree, Option II, CEOE (LPS)  
Phyllis Rabe – Bachelor Degree, Option II, CEOE (LPS)  
Nancy Summers – Associate Professional, Option I (LPS)  
Cheryl Wood – Advanced I, Option I (LPS)



### Bylaws

Dee Oltman, Director

As NEOPA's Bylaws Director, I am the "keeper" of the association's Bylaws and Standing Rules. Only you, the members of NEOPA, can make changes to the Bylaws with a two-thirds approval vote and a majority approval for a change to the Standing Rules. Yes, it is your questions and concerns that start the inquiry and possible development in the need of a change. Please contact me by email (doltman@lps.org) or even by phone (436-1161), if you have a concern or issue about either the Bylaws or Standing Rules. You are part of NEOPA! Be in touch! By working together, our association will "stay on track" with all of us on board.

## ***Directors Continued***

### **Membership Report**

**Dianne Dickey, CEOE**

### **President-Elect/Membership Director**

Thank you! Thank you! to everyone who Got on Board early and showed their support of NEOPA by renewing their membership early. I think we have set a record for this time of year. It is going to be a wonderful, exciting year on the NEOPA Express!

I want to thank Deb Ryan for designing the membership cards. Lisa and I wanted to try something different and she did a terrific job!

Please take time to check the membership list to see that I have correctly entered your information. If you notice someone NOT on the list, encourage them to join. I will be recognizing the member who has recruited the most new members at the Spring Conference in Lincoln. For your convenience a membership form is included in this issue of the NEON and it is also available on our Web page. To date we have eight persons who have recruited nine new members. We welcome them!

If you sent a membership form to me to our PO Box number and it was returned, I want you to know that my name has been added to the list of persons receiving mail at this box number. I apologize for your inconvenience. When something new is added, such as getting a PO Box, there are always some unforeseen challenges. We think this problem can be solved by always including "NEOPA Attention....." in the address. Here are our numbers to date:

Active renewals 80  
Active new 8  
Life 2  
Active retired renewal 8  
Active retired new 1  
Retired 4  
Associate new 1  
Honorary 11  
  
TOTAL 115

Please contact me if you have ideas for recruiting and retaining members. I look forward to seeing all of you at Fall Conference in Kearney!!

*"The credit belongs to those who are actually in the arena, who strive valiantly; who know the great enthusiasm, the great devotions, and spend themselves in a worthy cause; and who, at the worst, if they fail, fail while daring greatly, so that their place shall never be with those cold and timid souls who know neither victory nor defeat."*

*Theodore Roosevelt*

### **Awards**

**Carol Packard, CEOE**

Now is the time to start thinking of whom you may want to nominate for Nebraska Educational Office Professional of the Year. We all know many talented and hard working professionals among us who deserve recognition. The time line has changed this year for submitting nominations and applications. They will now be submitted in May rather than January. This was done to align more with the national award given. Lola Young is our nominee this year for this award, so the employee who is chosen in the spring will be our nominee for the following year.

I have enclosed in this NEON a copy of the criteria necessary for nominating an individual along with the Nomination Form. Please note the deadline dates.

We will again be drawing for four member scholarships. We have changed the time we award these scholarships to the Spring Conference. This is a great opportunity to get credit for \$50, \$75, or \$100 to spend throughout the following year for conference registration and expenses. You need to be a member of NEOPA to be eligible for the scholarships and may join the day of the conference and still be eligible for the drawing.

## ***Congratulations!***



Theresa Baustert, CEOE  
LPSAOP editor of "The Chronicle"  
First Place Local Newsletter  
Rachel Maynard  
Award for Excellence in Communication



**NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION**  
**MEMBERSHIP FORM**  
**June 1, 2002 – May 31, 2003**

**Type of Membership:** New \_\_\_\_\_ Renewal \_\_\_\_\_

Active \$15.00 \_\_\_\_\_ Active Retired \$15.00 \_\_\_\_\_ Retired \$5.00 \_\_\_\_\_ Associate \$15.00 \_\_\_\_\_

**EMPLOYMENT DATA**

\_\_\_\_\_  
Educational Institution  
\_\_\_\_\_  
School/Department Office Telephone  
\_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City State Zip  
\_\_\_\_\_  
Name of Supervisor and Telephone

**PERSONAL DATA**

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City State Zip  
\_\_\_\_\_  
Home Telephone  
\_\_\_\_\_  
E-Mail Address

**LOCAL**

Are you a member of a local educational office association? Yes \_\_\_\_\_ No \_\_\_\_\_

What is the name of your association? \_\_\_\_\_

If there is no local association, would you be interested in helping form one? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you President of your local association (2002-2003)? Yes \_\_\_\_\_ No \_\_\_\_\_

**NATIONAL**

Are you a member of the National Association of Educational Office Professionals? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you hold a Professional Standards Certificate (PSP)? Yes \_\_\_\_\_ No \_\_\_\_\_

Option I or II \_\_\_\_\_ LEVEL \_\_\_\_\_ CEOE Yes \_\_\_\_\_ No \_\_\_\_\_

Would you like more information about:

Professional Standards Program? Yes \_\_\_\_\_ No \_\_\_\_\_ The National Association? Yes \_\_\_\_\_ No \_\_\_\_\_

**STATE**

Have you ever held an office or served on a committee in NEOPA? Yes \_\_\_\_\_ No \_\_\_\_\_

Please list position/s and year/s: \_\_\_\_\_

Would you be willing to serve in an elective office or on a committee?  
2002-2003 year Yes \_\_\_\_\_ No \_\_\_\_\_ 2003-2004 year Yes \_\_\_\_\_ No \_\_\_\_\_

Please list office/s or committee/s of interest: \_\_\_\_\_

**IMPORTANT:** Please make check payable to **NEOPA** and mail with completed form to:

**NEOPA**  
**ATTENTION: Dianne Dickey, CEOE**  
2002-2003 President-Elect  
**PO BOX 83872**  
**LINCOLN NE 68501-3872**

Sponsored/Recruited by \_\_\_\_\_

Date \_\_\_\_\_

Questions?? Contact Dianne at 402-488-3940 (H) or 402-436-1582 (O) or E-mail: [ddickey@lps.org](mailto:ddickey@lps.org)

**2002-2003**  
**NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION**  
**NEOPA Educational Professional of the Year Nomination Form**

Full Name of Candidate \_\_\_\_\_

Place of Employment \_\_\_\_\_  
(full name of school, college, agency, district)

Office Address \_\_\_\_\_  
(street address, city, state, zip code)

Candidate's immediate supervisor \_\_\_\_\_  
(full name and title)

Local Association (if applicable) \_\_\_\_\_

Reasons for nomination: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You may submit additional information if necessary.

Date this form submitted: \_\_\_\_\_

Name of Nominator (Please Print): \_\_\_\_\_

Signature of Nominator: \_\_\_\_\_

Return this form to: Carol Packard, CEOE  
NEOPA Awards Director  
5216 Starling Court  
Lincoln, NE 68516

**DEADLINE FOR RECEIPT OF THIS FORM IS JANUARY 15, 2003.**

Form 2 (Application Form) will be sent to nominee upon receipt of this form.



## Nebraska Educational Office Professionals Association Student Scholarship Guidelines

The members of the Nebraska Educational Office Professionals Association (NEOPA) annually award a scholarship to a qualifying graduating student who has completed a major course of study in the area of Business Education in a Nebraska high school or may currently be pursuing such a course of study in a post-secondary institution of higher learning.

Guidelines for awarding this scholarship will comply with the requirements for the Marion T. Wood (MTW) Student Scholarship awarded nationally so that the recipient will be Nebraska's entry for the MTW Student Scholarship. In the event that a local association has already submitted this recipient's name, the alternate will be NEOPA's candidate for the MTW Student Scholarship.

### Eligibility

- ❖ Graduation from a Nebraska high school or its equivalent, i.e. GED.
- ❖ Completion of two or more business education courses (four semesters) from among the following: computer classes, keyboarding, typing, shorthand, accounting, office practices and procedures, and/or bookkeeping.

### Application Process

The candidate must complete the application and the biographical information form provided by NEOPA. **The application must be keyboard generated.**

If a **Graduating High School Senior**, the application must include:

- ❖ A one-page biographical sketch on "Why I Am Choosing an Office-Related Career or Vocation".
- ❖ Three (3) letters of recommendation:
  - One from a principal, counselor or other administrator which describes the student's character, personality, initiative, and home background
  - One from a business education teacher
  - One from a non-family, non-educational office professional member.
- ❖ An official high school transcript indicating class rank at the end of the junior year.

If a **Higher Education Student**, the application must include:

- ❖ A one-page biographical sketch on "Why I Am Choosing an Office-Related Career or Vocation".
- ❖ Three letters of recommendation:
  - One from an advisor or counselor who can describe the student's activities/leadership record and the student's character, personality, and initiative
  - One from a former teacher or former/present employer
  - One from a non-family, non-educational office professional member
- ❖ An official college transcript.

Applications for this award must be postmarked by **January 2, 2003.**

**Submit the original and two (2) photocopies** of the application and support material. Materials will not be returned.

## Nebraska Educational Office Professionals Association Student Scholarship Guidelines

### Scholarship Determination Process

Award of the scholarship is based upon academic achievement, financial need and initiative of the student.

The scholarship amount will be determined according to available funds and will be awarded annually in the spring. It will be awarded in the amount of \$1000.00 for the spring of 2002. The applicant must have applied for admission to a higher education institution. The course of study will prepare him/her to enter an office-related profession, preferably in the field of education. If the recipient is unable to enroll in an institution of higher education by the fall term of the year he/she is selected, the scholarship will be deemed forfeited and the award will be given to the

alternate. All applications will be kept until enrollment of the recipient has been verified.

Judges selected by the NEOPA Scholarship Committee will determine the award winner and the alternate. The recipient's school will be notified prior to the school's awards assembly and the recipient will be invited to the Spring Conference where the NEOPA Scholarship Certificate will be presented.

Two payments of \$500.00 will be made by check, one per semester, to the institution verifying the recipient's enrollment. It is the responsibility of the recipient to submit the required information to the NEOPA President for payment.

**Nebraska Educational Office Professionals Association  
Scholarship Application – Must be keyboard generated**

Full Name \_\_\_\_\_  
                                    First                                      Middle                                      Last

Home Address \_\_\_\_\_ Telephone \_\_\_\_\_  
                                    Street                                      City                                      State                                      Zip

**Email Address** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_ **Female** \_\_\_\_ **Male** \_\_\_\_

Name and address of high school or college you now attend \_\_\_\_\_  
\_\_\_\_\_

Graduation date from high school/college \_\_\_\_\_

List in order of preference three colleges, universities or business schools where you have formally applied for admission or the institution where you are presently enrolled.

Accepted  
YES                      NO

- |          |       |       |
|----------|-------|-------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |

List any extra-curricular school activities including athletics, music, and any offices held.

\_\_\_\_\_  
\_\_\_\_\_

Academic awards or honors \_\_\_\_\_  
\_\_\_\_\_

List any community activities (non-school) including offices held.

\_\_\_\_\_  
\_\_\_\_\_

Have you worked part-time during your school career? If so, list:

Where Employed

Primary Responsibility

Dates

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



**Nebraska Educational Office Professionals Association  
Biographical Information – Must be keyboard generated**

Applicant's Name \_\_\_\_\_

Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_

Father's Address \_\_\_\_\_  
City State Zip

Mother's Address \_\_\_\_\_  
City State Zip

Father's Occupation \_\_\_\_\_ Mother's Occupation \_\_\_\_\_

Stepparent/Guardian/Spouse's Name, if applicable \_\_\_\_\_

Number of dependent brothers/sisters and their ages \_\_\_\_\_

Will your parent/s assist you financially in continuing your education? \_\_\_\_\_

How much additional assistance do you feel you will need to continue your education after graduation from high school or to continue in college? \_\_\_\_\_

What is your chosen major? \_\_\_\_\_

What are your career plans? \_\_\_\_\_

Please check the range of your family's income.

\_\_\_ **Below \$15,000** \_\_\_ **\$20,000-\$24,999** \_\_\_ **\$30,000-\$34,999** \_\_\_ **\$40,000-\$44,999**  
\_\_\_ **\$15,000-\$19,999** \_\_\_ **\$25,000-\$29,999** \_\_\_ **\$35,000-\$39,999** \_\_\_ **\$45,000-\$49,999**  
\_\_\_ **\$50,000 or above**

List any other family/financial circumstances that should be considered. \_\_\_\_\_

I, the applicant, certify that the above information is true and correct.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**Return application, support materials and two photocopies of all to:**

**Jeanne Ann Kardell, NEOPA Scholarship Director  
Wayne State College Office of Residence Life  
1111 Main St.  
Wayne NE 68787**

**Postmark Deadline: January 2, 2003**



# Ways and Means

**We need your help.**

At the State Conference in Kearney, we will be having a silent auction and we need you and your creativity to help us out. Please put your crafty hats on and make an item or items to use in the silent auction. Money made from the silent auction go towards our scholarship. If you can donate a craft or money to purchase items, please email [jkleager@lps.org](mailto:jkleager@lps.org) or call at 436-1065.

Thanks in advance for making the auction a success.

Julie Kleager, CEOE

Ways and Means Director



**Recipe for: NEOPA Really Cooks!!**

**From: Ways and Means Committee**

**Ingredients: The best recipes of the "BEST"!!**

**Pick recipes you would like to be included in the "NEOPA Really Cooks" cookbook and either**

**mail to: Julie Kleager**

**800 South 24th Street**

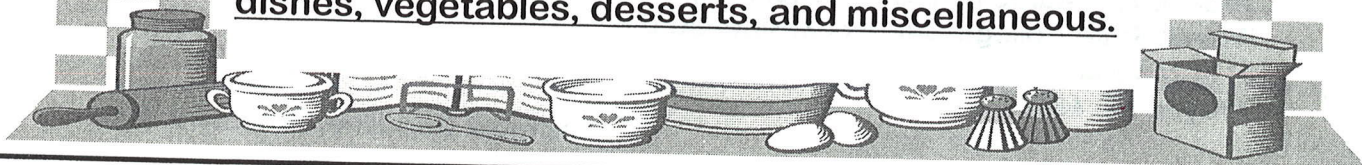
**Lincoln, NE 68510**

**or**

**Email to: [jkleager@lps.org](mailto:jkleager@lps.org)**

**By: October 10, 2002**

**Six categories: appetizers, soups/salads, main dishes, vegetables, desserts, and miscellaneous.**





# **LPSAOP**

**Lincoln Public Schools  
Association  
of Office Professionals**

## **Invites you to their 5th Annual Fall Auction**

**Saturday, October 19th, 2002  
9:30 a.m. at Lincoln  
Public Schools District Office  
Room E111**

**Come and do some shopping  
Proceeds used to support two  
LPS student scholarships**



# Greetings from Big Red Country!

This is an exciting time for any school and here at UNL, we have the added excitement of raising money for UNOPA on home football game days. If you come to a game, I hope you'll park in the UNOPA lot at 1820 R Street.

Parking anywhere on campus costs \$10, but if you park with us, UNOPA gets \$4 per car to fund our activities! We're fortunate to have a large, lucrative project that gets many members involved, and can be completed early in the year. Now that's a positive asset for any organization!

UNOPA meets monthly, usually during the noon hour. General meetings consist of a business meeting and a program. This year is especially dynamic, because we're celebrating UNOPA's 40th Anniversary! A special committee is planning lots of interesting ways to celebrate our history all year long.

I'd be honored to welcome any NEOPA member at a general membership meeting. The first one this year is Sept. 10, at 11:45 am, in the Devaney Center. The program is by Gary Moulton, on "Editing the Lewis & Clark Journals." Let me know if you want to attend, and I'll make a reservation for you. I guarantee you'll have a good time; we always do! Details about UNOPA and our events are posted on the web site, <http://www.unl.edu/unopa>.

UNOPA is the only association for non-exempt workers at UNL. Therefore, although we're office professionals, we keep in mind the interests of other office-service personnel, from custodians to cafeteria workers. We're currently participating in frequent discussions with our administrators about budget cuts. I'll bet some of you can relate to that! Also, our members serve on more than a dozen university committees every year, to address all kinds of employee concerns.

Our purpose is to work within the university system to promote professional growth for office personnel and uphold the quality of service at UNL. An example of that is a recent agreement with UNL's Human Resources department. Certificates of attendance will be available for a series of one-hour brown bag seminars the employment office is conducting over the next eight months. We established this partnership with Human Resources in order to help our members accumulate points and recertification hours for PSP certification.

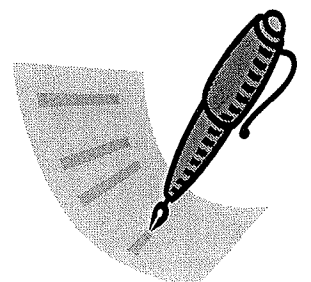
We have a fairly large executive board, with 15 voting officers and directors, and five special appointments. It's amazing how much work goes on behind the scenes, and I'm truly humbled by the sheer volume of service our directors and officers provide to their fellow educational employees. If everyone on campus knew what was being done on their behalf, they would praise these generous people from the rooftops!

While taking care of serious business, we make time for fun, too! All the UNL office staff were invited to our annual Summer Social, held in Maxwell Arboretum on August 7th. While they took a break and mingled with UNOPA members, non-members were treated to ice cream, soda pop, and guided tours of the arboretum. Some accepted the invitation to join that day, and the rest were personally invited to come to our September general meeting. Volunteering for events on campus is another way we have fun and raise our organization's profile at the same time.

Of course, a highlight of our year will be hosting all of you for the State Conference next spring! The committee is working hard, to make sure you have a rewarding and enjoyable experience in Lincoln. We were inspired by the two wonderful conferences last year, hosted by Lincoln Public Schools and Wayne State College. We're looking forward to the Fall State Conference in Kearney, where we're sure to get even more good ideas.

I could go on forever about the activities and contributions of our association, but you have other things to read. If you're interested in comparing notes, call or e-mail me any time. Better yet, come and see us!

Chris Cary, President  
University of Nebraska Office Personnel  
Association  
208 L.W. Chase Hall  
Lincoln, NE 68583-0730  
phone: 402-472-1634  
e-mail: [ccary2@unl.edu](mailto:ccary2@unl.edu)





# Supporting the Core of Education

Hi I'm Carol Reed, President of Lincoln Public Schools Association of Office Professionals. Welcome back to a new school year. My theme this year is 'Supporting the Core of Education'. Our association has some new and exciting things planned, so don't miss out on the fun!

Fall is going to be busy. We start with our Fall Get-Together, hosted by our members at Southeast High School (2930 S. 37<sup>th</sup> St.), on September 24<sup>th</sup> starting at 5:30 pm.

Next is Fall State Conference on October 17 & 18, in Kearney. Hope to see a lot of familiar faces there and meet some new ones!

On Saturday, October 19<sup>th</sup>, LPSAOP will be hosting our Annual Auction! We use the money from the auction to support the two scholarships we give out in the spring. The scholarships are given to two seniors or graduates of a Lincoln Public School going into the Business field. The auction will begin at 9:30 am and you can view the items starting at 9:00 am. Everyone is invited, so add this date to your calendar and plan on attending. There is always a lot of neat items and don't forget it's never too early to begin your holiday shopping!

Lincoln Public Schools Clerical and Tech Fall Staff Development will be Thursday, October 31<sup>st</sup>. It will be held at the new high school, Southwest. It will be begin with registration at 8:00 am and finish up with a tour of the school.

Again welcome back to the new school year and welcome aboard to new employees. I hope to see you at our functions and meet many new people. Have a great year!



Carol Reed  
LPSAOP President



## Editor's Notes

As editor of the NEON, my goal is to include items that are beneficial to all NEOPA members. This is a way members can inform everyone about what is going on. This can be at the state level or at your local association level. What better way to inform other associations about upcoming events with your local association. If there is something specific you would like to hear about, let me know and I will check in to getting the information and publishing it in the next edition to inform all of our members. You may have noticed a section "News From The National Office", this will be a way of communication to you about what's happening with our National and Central Area chairpersons. Also, I hope to continue to include letters from local association presidents to let you know what other groups are doing throughout the year. This also

would include any fundraisers your association may have that they want to invite NEOPA members and friends to. I also have included a section of photos from the National Conference. I think it is fun to let all our members see some photos from the different conferences that some members have attended, in an effort to urge other members to attend in the future. If you have any photos you would like to have published in the next edition please forward them to me, either via e-mail or send it, I will scan it and return it to you. Please let me know what you think about your NEON or what you would like to have in the next edition of the NEON by e-mailing me at [dryan@lps.org](mailto:dryan@lps.org).

Thank you,  
Deb Ryan, CEO  
NEOPA NEON Director

**NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS**  
P.O. Box 12619 • Wichita, KS 67277-2619 • 316/942-4822  
FAX 316/942-7100 • EMAIL [naeop@naeop.org](mailto:naeop@naeop.org)

- ☐ New  
☐ Renewal

- ☐ Active Membership  
☐ Retired Membership  
☐ Associate Membership

\$40  
\$20  
\$40

- ☐ Institutional Membership  
☐ Corporate Membership  
☐ Magazine Annual Subscription  
☐ Magazine Annual Subscription (Retired)

\$75  
\$50  
\$20  
\$10

**Membership Application**  
Continuous Membership  
(12 full months)  
All fees must be paid in  
U.S. dollars

Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Address \_\_\_\_\_

Office Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

FAX \_\_\_\_\_

Recruited by (Name) \_\_\_\_\_

E-mail \_\_\_\_\_

Active membership fees include a one-year subscription to the association magazine.

☐ Check Enclosed    ☐ VISA    ☐ MasterCard  
Card Number \_\_\_\_\_ Expiration \_\_\_\_\_  
Signature \_\_\_\_\_

Dues are not deductible as a  
charitable contribution for  
income tax purposes.

- ☐ Elementary  
☐ Middle School / Jr. High  
☐ Secondary  
☐ Higher Education  
☐ State Department  
☐ Administration  
☐ Vocational  
☐ Retired  
☐ Other (specify): \_\_\_\_\_

Outside of U.S. special postage  
and handling charges apply.  
Please add an additional \$15.



# Pictorial Highlights From National Conference



**Awards**



**Friends**



**Fun**





# Pictorial continued

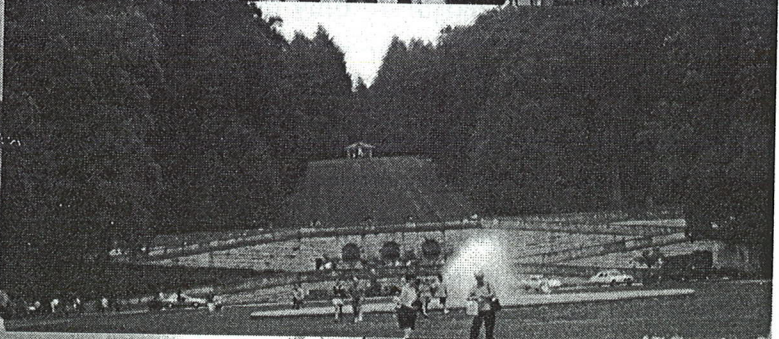


## Educational



## Laughs

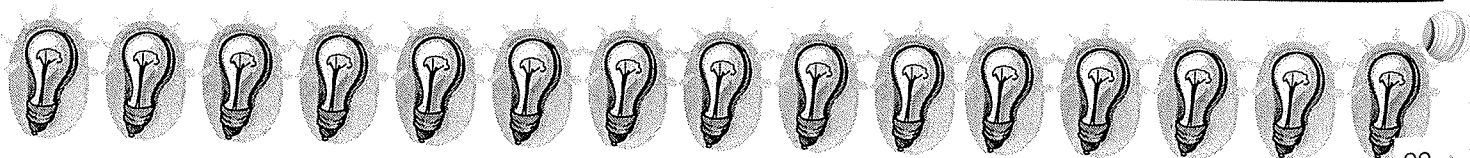
## Tours





## Wisdom of the soul

1. No one can ruin your day without YOUR permission.
2. Most people will be about as happy, as they decide to be.
3. Others can stop you temporarily, but only you can do it permanently.
4. Whatever you are willing to put up with, is exactly what you will have.
5. Success stops when you do.
6. When your ship comes in. ... make sure you are willing to unload it.
7. You will never "have it all together."
8. Life is a journey... not a destination. Enjoy the trip!
9. The biggest lie on the planet: "When I get what I want I will be happy."
10. The best way to escape your problem is to solve it.
11. I've learned that ultimately 'takers' lose and 'givers' win.
12. Life's precious moments don't have value, unless they are shared.
13. If you don't start, it's certain you won't arrive.
14. We often fear the thing we want the most.
15. Everyone hears what you say. Friends listen to what you have to say. Best friends listen to what you don't say!
16. Yesterday was the deadline for all complaints.
17. Look for opportunities...not guarantees.
18. Life is what's coming....not what was.
19. Success is getting up one more time.
20. Now is the most interesting time of all.
21. When things go wrong.....don't go with them.
22. Sometimes the majority only means that all the fools are on the same side.
23. God can mend all broken hearts. You just have to give Him all the pieces.
24. A person who asks a question might be a fool for five minutes, but a person who doesn't ask, is a fool forever.
25. A best friend is like a four leaf clover... hard to find, and lucky to have.
26. A friend is someone who reaches for your hand but touches your heart.
27. A coincidence is when God performs a miracle, and decides to remain anonymous.
28. I don't have to attend every argument I'm invited to.
29. Your worst days are never so bad that you are beyond the reach of God's grace... and your best days are never so good that you are beyond the need of God's grace.
30. Our eyes are placed in front because it is more important to look ahead than to look back.





# Smiling Faces and Beautiful Places

## NAEOP Annual Conference – Greenville, South Carolina

**Editors Note:** This summer NEOPA implemented a new by-law change passed by the membership at the Spring Conference in April. This change made the NEOPA President our advisory delegate and the President-Elect the alternate delegate. This change allows the alternate delegate to "shadow" the delegate and gain a year of experience with the Advisory Council before actually taking on the role of delegate.

The following article was co-written by Lisa Morehouse, advisory delegate and Dianne Dickey, alternate delegate. It is not only a recap of the advisory council meeting and actions but a wrap up of their experiences at the National Conference.

Advisory Council is the meeting forum for the associations which have affiliated with the National association; it is composed of one delegate from each affiliate. The delegate must be a member of the National Association. Our National Bylaws stipulate that: "The duties of the Advisory Council shall be to develop programs for the promotion of the Associations purposes and activities in the various states and localities; to advise the Board of Directors in matters concerning the association; to elect two members to each of the following national standing committees: Advisory Council, Affiliations, Awards, Bylaws, Long Range Planning, Membership, Nominations and Elections, Professional Development Program, Professional Standards Program, Public Relations, Publications, Scholarship and Special Projects."

Nebraska associations that are affiliated with National are: NEOPA, NEOPA Past Presidents, UNO Past Presidents, UNOPA and LPSAOP.

The first order of business for the Advisory Council is to establish a quorum. This is done via roll call of each of the 100 delegates from over 200 national affiliate associations. That is followed by the adoption of the meeting rules and agenda, introductions and approval of last year's minutes. Once this is done the advisory delegates are divided into groups to discuss and make recommendations for action on the eight agenda items.

Action can consist of actual motions which have to be submitted in writing and approved by the parliamentarian. At this point, parliamentary procedure takes over with all discussion conducted at a microphone after being recognized and stating name and affiliate. Voting is done by holding up a voting card. The next step in the process is to share Advisory Council recommendations and motions at the general business meeting when these items are brought up

Following is a very brief synopsis of the eight agenda items and what action was taken.

**Item 1:** Establish a Presidents' Forum to be held at the National conference to allow state presidents to meet and discuss problems and ideas. **Action Taken:** No action was taken due to the fact that they have added an "Affiliate Presidents Briefing" to the schedule for the 2003 National Conference in Boise.

**Item 2:** Reduce the registration fee retirees pay for National conference to \$15. **Action Taken:** No action was taken. However, the committee recognized the retirees for their dedication and service to our associations. It was felt that by decreasing their fees, we would have to increase the fees of our active members to cover the costs of the National conference.

**Item 3:** Change the registration form for the National Conference to add the option of including the cost of providing meals and/or banquet events in the registration fee total. Participants would get to choose an all inclusive registration fee or an item by item format like we currently have. **Action Taken:** It was recommended that a feasibility study be done on dual registration procedures and report to the National Board in February 2003.

**Item 4:** Modify the Marion T. Wood Student Scholarship to accept the applicants who are continuing their education in an office-related business program. Educational office professionals are involved in the education of children, not just office-related careers. **Action Taken:** No action was taken due to the fact that the number of scholarship applicants has not decreased in past years.

**Item 5:** Update the Marion T. Wood Student Scholarship business education courses listed to reflect current offerings. **Action Taken:** No action taken. It was felt the listing of courses is adequate.

**Item 6:** Drop the PSP recertification requirement.

**Item 7:** Conduct a membership study through the NES to determine the interest in having a recertification component added to the Professional Standards Program.

**Items 6 & 7 were combined since they were similar.**

**Action Taken:** It was moved to endorse the current PSP recertification program and encourage its implementation. The motion was passed. (A member forum was held after one of the general sessions later in the week to answer questions and share comments regarding recertification.)

**Item 8:** Reserve the right to discuss current items already on the agenda.  
**Action Taken:** No action was taken. This was presented by a brand new affiliate that didn't understand the process. The committee shared information with the delegate to help them understand the advisory council process. The Advisory Council chair will provide more detailed information on duties, procedures and responsibilities of delegates and alternate delegates of advisory council prior to the National Conference.

After this business is taken care of the Advisory Council then elects two delegates from the present forum to serve on the standing committees for the upcoming year. Nominees are brought to the front of the room and introduced and voting is done by written ballot.

Dianne stated that getting the opportunity to serve as alternate delegate gave her a much better understanding of the Advisory Council and its process. It will enable her to be a more active participant as delegate next year.

The National Conference agenda included Institute classes at the beginning of the week. Institute gives many members the chance to gain education credit towards PSP certification. Lisa attended three of the institute classes this year, picking up over 10 clock hours of credit. Dianne did not attend Institute classes but instead chose to attend three of the briefings that were held. She also received in-service credit for these briefings.

There are four General Sessions that are the heart of the Annual Conference. The First Session is the one many of us really look forward to the most. It is a truly patriotic experience that includes the parade of state flags and the Pledge to the Flag (including *under God!*). Each state flag is carried in one by one and lined up completely surrounding the conference room. This year a jazz band played patriotic tunes while the flags were carried in. The Nebraska flag was proudly carried by Lisa Morehouse, President of NEOPA. (Dianne had goose bumps realizing she would have this honor next year!) Special flags were carried in representing the New York City flag honoring 9/11 and, making its first appearance, the National Association flag. The flag ceremony was followed by several dignitaries welcoming us to Greenville and the keynote address by Dr. Iwana Rigdill, entitled *Take This Job and Love It!!!* She emphasized ways to recognize stress, its causes and ways to cope. In summary she advised us to get rid of the superwoman outfit, learn to say no, cultivate a sense of humor and to take time to enjoy small pleasures.

The Annual Business Meeting begin in the Second General Session and carries over into the Third General Session. After preliminaries of establishing a quorum, introductions, adopting the agenda and meeting rules, and approving last years minutes, the meeting was recessed for the Annual Foundation Meeting! The main order of business at this point was to nominate and elect two persons to serve on the national committees (in addition to the two persons already elected by Advisory Council). We also act on the recommendations of the Advisory Council on the eight agenda items. The general body upheld the recommendations of the Advisory Council listed at the beginning of this article.

The Fourth General Session completes the committee elections. To conclude the NAEOP choir, which consists of any national member that wants to practice during the week, sang, "Amazing Grace" and all members joined in a very beautiful performance of "America the Beautiful".

Throughout the week, we attend breakfasts, lunches and banquets that all include the announcements of winners of the many national awards that are given. At our Central Area breakfast recognition was given to all members who had received their PSP certification since January 2002. At the Membership luncheon Nebraska received 3<sup>rd</sup> place in increase in NAEOP membership. At the Awards luncheon one of our local affiliates, LPSAOP, received first place in the newsletter award! Congratulations to Theresa Baustert, editor and her committee for a job well done.

We were very excited to attend two evening "formal" banquets. The PSP Banquet is an evening that is entirely devoted to honoring those ladies who have received PSP certification. Nebraska was very proud to honor seven recipients this year! This is truly a night to feel very special and proud of what has been achieved.

The conference ended with many hugs and goodbyes from old and new friends alike. Many of the Nebraska contingent stayed on an extra day to take in an all day bus tour that included several shopping stops as well as a tour of the Biltmore Estate in Ashville. This mansion was built by the Vanderbilt family in 1895 as their summer retreat. It is one of those things that you have to see to really appreciate.

Lisa has attended six national conferences and Dianne has attended three. They plan to make Boise, Idaho number seven and four respectively! If you've ever thought about attending a national conference but haven't done it yet, stop Lisa or Dianne the next time you see them. Or ask any of the 22 other ladies that attended from Nebraska about it. Plan to "Treasure the Moment" in Boise, Idaho next July 14-18, 2003.



# NEOPA Membership List 2002-2003

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N=New Member

L=Life Member

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L=Life Member

N=New Member



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# NEOPA Membership List 2002-2003

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N=New Member

L=Life Member

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## WOMEN

They smile when they want to scream.  
They sing when they want to cry.

They cry when they are happy and laugh when they are nervous.  
They fight for what they believe in.  
They stand up for injustice.

They don't take "no" for an answer when they believe there is a better solution.  
They go without new shoes so their children can have them.  
They go to the doctor with a frightened friend.  
They love unconditionally.

They cry when their children excel and cheer when their friends get awards.  
They are happy when they hear about a birth or a new marriage.  
Their hearts break when a friend dies.

They have sorrow at the loss of a family member, yet they are strong when they think there is no strength left.

They know that a hug and a kiss can heal a broken heart.  
Women come in all SIZES, in all colors and shapes.

They'll drive, fly, walk, run or e-mail you to show how much they care about you.  
The heart of a woman is what makes the world spin!  
Women do more than just give birth.

They bring joy and hope.

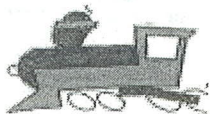
They give compassion and ideals.

They give moral support to their family and friends.

Women have a lot to say and a lot to give.



# "E-steam on the NEOPA Express"



Ramada Inn, Kearney, NE  
October 17-18, 2002

## Thursday Evening, October 17, 2002

6:00 p.m.      **Registration and Potato Bar** (includes soup, garden salad, potato toppings)

7:00 - 9:00 p.m.   **The History of Tatting with Diane Wasser and Lola Young**

*Explore the history of tatting and then learn the art of tatting by completing your own tatting project.*

## Friday, October 18, 2002

8:00 - 8:20 a.m.   **Registration, Coffee, and Rolls**

8:20 a.m.      **Welcome**

8:30 - 9:30 a.m.   **"Putting More Air in Your Balloon"**  
Marilyn Fox, UNL Extension Educator, Hall County

*When a balloon is inflated, it provides enjoyment and purpose which are just like our self-esteem. If we feel good about ourselves, we can experience a more meaningful life which has purpose and we are better able to face the challenges that may come our way. Participants will leave this session with ideas on how they can improve their own self-esteem as well as the self-esteem of others.*

9:40 - 10:45 a.m.   **"Cho-co-late"**  
Carol Schwarz, UNL Extension Educator, Buffalo County

*Chocolate is one of the most popular foods in the world, long enjoyed for its wonderful taste. This program will explore the different types of chocolate, discuss recent health and wellness research on the potential benefits of chocolate, melting tips, garnishes and best of all samples.*

10:50 - 12 noon   **"Smart Women Finish Rich"**  
Rebecca Maddox-Spady, Investment Representative with Edward Jones Investments

*Learn the seven steps to living and finishing rich in this interactive workshop.*

Noon - 1:00 p.m.   **Lunch**

1:00 - 2:00 p.m.   **Business Meeting**

2:00 - 3:15 p.m.   **"Continuing Education for Office Professionals"**  
Galen D. Hadley, Interim Senior Vice Chancellor for Academic Affairs, UNK

*Join Galen in exploring continued education needs, benefits, and opportunities for today's office professional.*

3:15 - 3:30 p.m.   **Break**

3:30 - 5:00 p.m.   **"Identity Theft and Sexual Harassment, Assault, and Rape Prevention (SHARP)"**  
John Schmitt, Certified SHARP and DARE Instructor, Kearney Policy Dept.

*In the 1990's, a new kind of thief started to emerge and the number of victims is rapidly increasing. This thief takes more than just property. This thief steals identities. We will discuss what identity theft is and how to develop a prevention mind-set to protect ourselves against this and other personal crimes.*

5:00 p.m.      **Evaluation, Door Prizes, Attendance Certificates, and Home**



## BIOGRAPHIES

**Marilyn Fox** has served as an Extension Educator for the University of Nebraska Cooperative Extension since 1979. She currently serves as the state coordinator for a new Cooperative Extension program, Building Nebraska Families, which helps limited resource families transition from welfare to work by promoting self-sufficiency through family life skills education. She has served as the supervisor of Nutrition Education Programs in Hall and Adams Counties. This program focuses on teaching limited resource families about eating nutritiously for less money. She has also served as halftime Extension Educator in both Merrick County and Hall County.

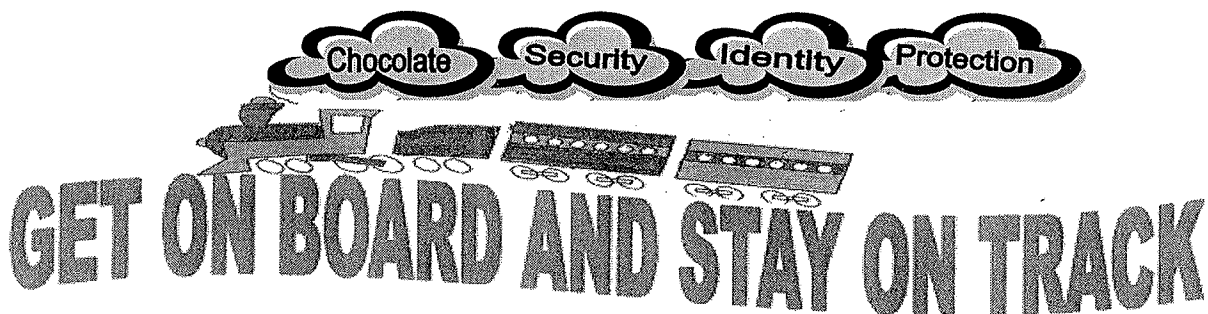
Marilyn received her B.S. from Kansas State University and her Masters in Human Development and the Family from the University of Nebraska-Lincoln. She is married and has two married daughters and three granddaughters, one grandson, and another grandchild on the way. She enjoys reading and playing the piano especially with the guitar group at her church.

**Carol Schwarz** is an Extension Educator for Cooperative Extension in Buffalo County. She has been working for the University of Nebraska, Lincoln Cooperative Extension for 19 years. Carol received her Master's degree from the University of Nebraska Lincoln. She is a registered dietitian, and a kitchen and bath designer, but most importantly Carol is a chocolate lover.

**Rebecca Maddox-Spady** is a 21 year veteran Investment Representative with Edward Jones Investments in Hastings. She is a Certified Financial Planner. She is presently the regional growth leader for Edward Jones and the State Chair for the Grassroots Political Taskforce. Rebecca has been a limited partner in the firm since 1984, and currently sits on the Hastings Library Foundation Board. Rebecca is a true believer in Women helping Women and has helped educate numerous women and families over the years on the importance of saving and investing for their futures.

**Galen D. Hadley**, a Lincoln native, joined the University of Nebraska at Kearney in August 1991 as the dean of the College of Business and Technology. In July 2001, he returned to teaching. Prior to coming to UNK, Galen served as interim dean of the School of Business at the University of South Dakota in Vermillion. He also served that institution as interim president, vice president for academic affairs, vice president for administration and university relations, and directed graduate programs for the School of Business.

**Officer John Schmitt** has been with the Kearney police department for 16 years. He is a certified instructor in Defensive Tactics and SHARP (sexual harassment, assault, and rape prevention) through PPCT Management Systems. John is also a certified DARE instructor and currently is assigned as the School Resource/DARE Officer for the Kearney Schools.



# "E-steam on the NEOPA Express"



## Registration Form Ramada Inn, 301 Second Avenue, Kearney, NE October 17-18, 2002

Our conference will be held at the Ramada Inn. To get to the Inn from Interstate 80, please take Exit 272. Around Second Avenue, look for the Ramada on the right-hand side of the road.

Amount enclosed

<input type="checkbox"/> Yes, I plan to attend the Thursday night social (Includes Potato Bar and all Tatting Supplies)	Cost \$16.00	_____
<input type="checkbox"/> No, I will be unable to attend the Thursday night social		
<input type="checkbox"/> Yes, I plan to attend the Friday Conference	Cost \$25.00 (Member)	_____
<input type="checkbox"/> Yes, I plan to attend the Friday Conference	Cost \$30.00 (Nonmember)	_____
	Total Enclosed	_____

*Please make your checks payable to NEOPA*

**Note: Registrations are due by October 1, 2002. Late registrations please add an additional \$5.00.**

NAME \_\_\_\_\_ E-Mail Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Member of NAEOP: ☐ Yes ☐ No      Member of a local Association? ☐ Yes ☐ No

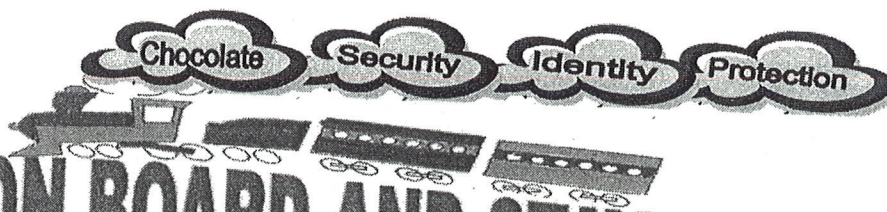
Member of NEOPA: ☐ Yes ☐ No      Name of local Association \_\_\_\_\_

Are you a first time conference attendee? ☐ Yes ☐ No

**Please send your registration forms and checks to:**

**Chris Wiles, 3712 NW 50<sup>th</sup> St., Lincoln, NE 68524**

Ramada Inn reservations for the evening of October 17 must be made directly with the Inn by October 1 to qualify for the special rate of \$45.00 for 1 - 4 persons per room. Room includes complimentary continental breakfast. State that you are with the NEOPA Conference. Phone: 1- 800-652-1909.



# GET ON BOARD AND STAY ON TRACK